

Operation of Suspense File

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1. Establishing Suspense Dates

The registry is not usually responsible for establishing suspense dates. Notice of these dates will be received or set up as indicated below for the various types of items.

2. Incoming Correspondence

- a. Prepare Form 35-1 in usual way for all correspondence.
- b. Leave suspense copy (#6) attached.
- c. If correspondence is in answer to a suspense item, remove the slip from file and place in completed section. Cross off the related entry on the weekly suspense list.
- d. If a suspense date is to be established on any such item, the form 35-1 will be delivered to the registry so noted. (Note it may be attached to an outgoing reply to the originally controlled correspondence when further action is needed).
- e. In the case of a letter to the Director which has been forwarded for preparation of the reply by the DD/S, prepare the form 35-1 as usual but also date and file the suspense copy 5 calendar days from the date of receipt. Note the date on the weekly suspense listings as a follow-up call may be necessary before the new listing is typed.

3. Staff Meetings and Daily Diary Items

- a. Upon receipt of the minutes of the Staff meeting or the daily diary, prepare a form 35-1 for any item noted for suspense. The notation will include the suspense code.
- b. Number the 35-1 in the regular series and discard the extra copies.

4. Special Requests from Staff Members

Requests for establishing suspense dates will be received by the registry in writing. The request may be the return of the suspense copy of a 35-1 for a piece of correspondence being held by the staff member or it may be a request involving an item not previously controlled. In the latter case, prepare a form 35-1; number it in the regular series; file copy #6 in the suspense file; and discard the other copies.

5. Preparation of Suspense List

25X1A9a

- a. Establish Tuesday noon as the cut-off and type a new weekly suspense list to be in Miss [REDACTED]'s office not later than 10 a.m. on Wednesday.
- b. In preparing the list, use a separate sheet for each office and provide an original and 2 carbons.
- c. Type the new list in control number sequence, copying from the previous week list and then adding any new item subsequently filed in the suspense file.
- d. Forward the original and 1 carbon to Col. White, who will distribute the carbon to the assistant director and staff member. Hold the second carbon until return of the original list and then destroy it.

6. Telephone follow-ups

- a. Make telephone follow-up only on the basis of special request except for unanswered correspondence being prepared for the Director's signature. In these cases call the action office on the moving of the due date. (Such items are flagged for this follow-up by the manual entry on the weekly suspense list; see Par.2e.).

It doesn't appear that a form will be especially helpful for the weekly suspense list. Suggest instead that the first line be limited to the information shown in the sample below. It should always be in the same sequence. The summary should start on the second line.

(SAMPLE)

LOGISTICS OFFICE

11 July 56

532-56 REC: 2/16/56 DUE: 3/16/56 FROM: DDS
Request for information on status of project

533-56 REC: 2/20/56 DUE: 3/10/56 FROM: Engineering Inc.
Request for information re road construction for new building.